



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

#033

Date: October 16, 2013

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER

SUBJECT: CONSTRUCTION TECHNICAL COORDINATOR

Interested candidates who meet the definition (see *Definition*) are invited to apply for this position or refer qualified candidates to the Embassy Human Resources Office. Application procedures are outlined at the end of this notice. Questions should be directed to the Human Resources Office

POSITION TITLE: Construction Technical Coordinator

POSITION OPEN TO: U.S. Citizen Eligible Family Members
ONLY (see the definition on the second page)

GRADE LEVEL: FP-05* (full performance)

WORK SCHEDULE: Full Time, 40 hours per week

POSITION TYPE: Fixed Term**

OFFICE LOCATION: OBO (Overseas Building Operations Office)

OPENING DATE: Immediate

DEADLINE: October 30 at 6 P.M. Kyiv Time

**FP-5 is subject to confirmation with Washington*

****IMPORTANT NOTE:** This position will be staffed ONLY for the period of construction project which is estimated 12 months from the project start date and will be eliminated accordingly at the discretion of the hiring office.

DEFINITIONS:

U.S. Citizen Eligible Family Member (USEFM) is:

- (1) U.S. citizen; and
- (2) The spouse or domestic partner (*as defined in 3 FAM 1610*) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- (3) Listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
 - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
 - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under [3 FAM 3232.2](#). If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form [SF-1190, Foreign Allowances Application, Grant and Report](#), processed authorizing ISMA.

WORKING ENVIRONMENT AND BASIC FUNCTION OF POSITION:

Position services as a project Construction Technical Coordinator (CTC) for the renovation of the "American Cultural Center", OBO Project. While assigned to this project the CTC shall be directly responsible to the projects assigned Architect/General Engineer (A/GE). The A/GE will also have Contracting Officers Representative, (COR) responsibilities for the performance period of this project. Work requirements for this assignment shall generally consist of eight hours per day, six days per week for a maximum work week of 48 hours. When the work requirements for this project indicate that the contractor will work less than 48 hours; then the work requirements of the CTC may be changed accordingly, but in no case shall be less than 40 hours per week as directed by the A/GE

MAJOR DUTIES AND RESPONSIBILITIES:

- Assists the A/GE in the operations of the OBO Project Field Office and performs day to day project oversight for the renovation of the American Cultural Center building and grounds work.
- Assists in the work performance of other assigned staff as necessary. Plans, manages, evaluates, and schedules work of the assigned staff to ensure that the

contractor meets required milestones and standards of construction quality and contract compliance.

- Position requires in-depth working knowledge of all technical and administrative requirements of the renovation project.
- Inspects all work and performs quality assurance to provide full field verification of all aspects of the contractor's quality control program.
- Identifies potential project problems in day to day renovation work and develops recommendations to the A/GE for solution.
- Prepares daily logs and weekly/monthly reports to include issues requiring action by the contractor for A/GE review and recommendations.
- Provides the A/GE with early notification of potential contractor scheduling issues, project delays and problems.
- Advises the A/GE of any situation which could make the Government liable for claims by the Contractor.
- Maintains an accident and drug free workplace as specified in the contract and contractors safety plan.
- Reviews contractor submittals for completeness and makes recommendations to the A/GE for submittals being reviewed by this OBO field office.
- Assure that the contractor maintains proper as-built drawings and documentation.
- Assures that all monthly pay requests accurately represents work performed by the contractors Project Execution Schedule (PES) and Schedule of Values.
- Evaluates the necessity and accuracy of contractors change order proposals. Prepares scopes of work and independent government estimates for modifications and/or change orders as required.
- Evaluates the contractor's proposed substitutions of materials, adds comments and forwards to the A/GE for review and final recommendations.
- Provides the A/GE with draft responses to the contractor's Requests for Information (RFI's).
- Assures that all materials for which payment has been requested by contractor are received in acceptable condition and stored correctly.
- May undertake other duties, similar to those described above, as assigned by the A/GE.
- Demonstrates the ability to apply internal control procedures to protect organizational integrity and prevent unauthorized use or misappropriation of materials and resources.
- Reports all instances of security violations or problems to the appropriate supervisory and/or post management official.

REQUIRED QUALIFICATIONS:

EDUCATION:

Completion of high school is required.

WORK EXPERIENCE:

A minimum of three to five years of prior experience as a project Construction Technical Coordinator or Project Coordinator on similar type construction or renovation projects of size and type required.

LANGUAGE:

Level III (good working knowledge) in English is required.

KNOWLEDGE:

Project management skills, including but not limited to, technical shop drawings reviews, design reviews, preparation of quality assurance standard operating procedures, and project risk assessment/management

SKILLS AND ABILITIES:

The incumbent should be able to use MS Office applications (Word, Excel, Power Point) and to write clearly and concisely on a variety of technical subjects. S/he should have an ability to work with a diverse staff of varying cultures, work independently and with others.

HOW TO APPLY FOR THIS POSITION:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office **by October 30, 2013**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) should be completed, signed and emailed to: KyivHR@state.gov or faxed to: [521-51-55](tel:521-51-55).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- The position has been designated as sensitive and therefore must have recruitment restricted to U.S. Citizens ONLY. The incumbent of the position must be able to obtain and hold a **Secret (S) Clearance as determined by the Bureau of Diplomatic Security.**
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM applicants will be interviewed by HRO, CLO and the Selecting Officer and will be ranked against the announced job requirements. The Selecting Officer will make a recommendation for employment to the Post Employment Committee which must be supported by a majority of votes. Final approval for the selection must be endorsed by the Deputy Chief of Mission.
- Additional selection criteria may also include issues such as *conflict of interest, nepotism and budget implications.*

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared: MBorgman – OBO